STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES
July 2008

Date: August 21, 2008

To: All Civil Service/Exempt Departments

From: State Controller's Office
Cynthia Rounds, Manager
Ann Mitchell, Manager
Personnel/Payroll Operations
(916) 324-6290/322-7978

Re: PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES

This recaps the July 10, 2008 Personnel/Payroll Review Committee (PPRC) meeting and provides information for the September 11, 2008 meeting.

We would like to thank those department representatives that participated in the July meeting for their time and effort. There were 30 representatives from 21 departments that participated in this meeting.

Personnel/Payroll Review Committee
July 2008 Meeting Notes

Cynthia Rounds called the meeting to order at 1:30.

Departments Represented:

Alcohol and Drug Programs, California Highway Patrol, California State Library, California Student Aid Commission, Corrections, Developmental Services, Emergency Services, Employment Development Department, Financial Institutions, Food and Agriculture, Franchise Tax Board, General Services, Health Care Services, Industrial Services, Justice, State Controller's Office, Technology Services, Transportation, Unemployment Insurance Appeals Board, Victim Compensation and Government Claims Board, and Water Resources.

Old Business:

None.

New Business:

Agenda Items
Distribute Handout Materials
Approve Prior Meeting Notes
Guest Speakers
SCO Update
Department Issues/Concerns
Confirm Next Meeting Agenda, Time and Place

Discussion:

Approved May 2008 meeting notes.

Guest Speaker:

Pat Quinn, 21st Century Project:

Pat - I would like to give you a 21st Century Project update but before I begin I would like to introduce my coworker on the project, Robert Gonzalez, who is our new Communications Manager.

Robert - I started with the state in February of 2000. I worked for the Department of Water Resources in their management analysis office and then on to the budget office for a couple of years. I then joined the Project and have been there for two years as an analyst on the payroll team. I am now the Communications Manager for the project and the MyCalPAYS system.

Pat – Robert and I will be taking turns attending future meetings to update you on the project. Robert mentioned the brand name of the system. We came up with MyCalPAYS. Key to the new system is issuing timely and accurate pay, so we wanted ‘pay’ in the system name. ‘My’ really refers to some of the new capabilities with the system. When we talk about employee self-service or manager self-service, eventually the system is going to impact all State employees so ‘my’ references ownership of the system for all.

Our primary focus for departments has been in the area of starting deployment communications and activities. Some of you may have or will participate in deployment activities. We did kick-off deployment activities in late June so we wanted to give you an update. We want to open communications; let the departments know what our plans are, and how we are going to work with them to get them ready to deploy to the new system.

In early June we sent a letter to all Department Directors explaining the project and asking them to nominate a sponsor and a coordinator for your department. About 90% of the departments have elected sponsors and coordinators. In late June, early July we met with the Coordinators and Sponsors to talk about the project, discuss what type of activities will be part of deployment and identify the deployment timeframes and roles. We’re still 14 months in advance of the first pilot go-live date so we’re starting deployment well in advance to communicate and work with the departments. We asked the Coordinators to look at a list of initial department identified tasks and select some additional members for their department support team to start this effort. To further explain the initial task we are scheduling department showcases. During this initial activity we are asking the department to work with and provide us some things that we cannot get within our legacy system. There are two major areas, the first is organizational management information (reporting structure for workflow) and the second is employee data (like employee work schedules).

By doing this data collection task it helps set-up MyCalPAYS for testing and starts collection of information eventually needed for go-live. Testing plans include parallel testing against what the new system produces verses what the legacy system produced and especially in the area of payroll make sure that we're getting the same results that you get in legacy today.

If you are scheduled for a data collection showcase, that's great. The showcases are both informational and educational with a little bit about the system features and why this information is being collected.

So there is a lot of intensity on deployment right now. Every department in the state is being asked to participate in this effort.

We had an initial 'go-live' date of January 2008 but we did not make that date. Our schedule in part was adjusted based on lessons learned from other entities or other states that implemented this type of system. As an example we met with a group down in Los Angeles that implemented this type of system. They had difficulty with their implementation. Their payroll release resulted in excessive overpayments and unfortunately many staff did not receive any payments. The lessons learned targeted two major activities; one, the system was not fully tested and they were still working on configuration when it was released for Production. The second item targeted end user training. A significant percentage of people didn't get trained on the system. They identified the people that didn't receive full training but eventually allowed this staff system access. Releasing a system to Production that wasn't fully tested and releasing access to staff not fully trained resulted in a significant number of errors. Our executive management looked at our go-live date of January 2008 to determine if we would be ready to release a quality product. We reevaluated and went from a January 2008 to a September 2009 pilot implementation. With lessons learned we understand the critical need to release a quality product.

We are working on a final deployment schedule and we expect it to be finalized and approved soon. The system will be implemented in three phases (3 waves), the pilot, September 2009, a civil service wave in January 2010 and then the remaining departments in June 2010. Those are our target dates right now and we think they're achievable.

Question: Who is going to be in the initial pilot program?

Answer: We actually have a suggested deployment order right now for the pilot groups. We attempted to create a list or suggested pilot departments that made the most sense. We had about thirty different criteria to look at; are you on leave accounting system or not, do you have semi-monthly payroll or not. It makes sense to group some of these like groups together.

SCO Update:

Cindy Rounds addressed the following information:

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Fiscal year end is complete. Schedule 8 and 7A are balanced. The Schedule 8's were to be in the mail or ready for pickup on July 16.

Position Control – Any 607 documents you send us to re-establish positions per the Vacant Position Report that fall under GC12439 section C for self certified re-establishment must reach the SCO by August 15th. The STD form 607's to re-establish these positions must have a preceding 'Z' in the document number (ex. Z01). Any 607 documents that do not make this deadline must be sent to the Department of Finance for approval and they must have a preceding 'X' in the document number (ex. X01). Any questions or concerns you have about position(s) that are on the final vacant send us an inquiry; contact Linda Rasmussen at lrasmussen@sco.ca.gov or crounds@sco.ca.gov. Cindy's phone number is (916) 324-6290 and Linda's is (916) 322-4702.

Again we are asking you not to call and ask us if we received the PAR you faxed. If you received the okay on your receipt once you've sent the fax that is your confirmation. We will get them processed, especially the separation PAR's. The separation PAR's are extremely heavy right now. If we're missing something or your fax is not legible when we receive it we'll call you and ask you to re-fax. Always make sure you put your phone number, including the area code and extension so we can reach you if needed.

Requesting pay beyond the "Statute of Limitations": PML 2007-026 gave departments the authority to establish a new date of entitlement without going through DPA, SPB etc. You must however, still let us know you have the documentation on file and have addressed the issue.

If the pay request is per a PAR transaction, then Item 215 must be completed "PML 2007-026".

If the pay request is per an STD. Form 674 - Remarks must have the statement "Per PML 2007-026", employee is entitled to pay beyond the 3 year statute of limitations.

Please do not ask us to search for documents in any of our units. You must use the established, approved delivery process and we will process or return the document for correction. If you have an emergency situation, you can call one of our supervisors for special consideration.

We are coming across numerous cases where a late PAR is keyed appointing an employee to a class that is not in a WWG entitled to overtime. If we encounter overtime in the delete position and the new WWG is not entitled to overtime, we will establish an agency collection AR rather than transfer the OT to the new class. However, if you have a need to pay this time, you should get DPA approval, or, if appropriate, pay it in a pay period prior to the effective date of the PAR.

Please do not send a second document or a FAX if you think the timing indicates we did not get the first document. An Inquiry may be sent but it should be clearly marked so that we do not issue duplicate adjustments. Sending a FAX after a paper document runs a serious risk of both being processed in the same cycle resulting in duplicate adjustments.

Domestic Partner/Same Sex Marriage benefit coverage: Please make note that the party code for employees in these cases must be completed correctly, in most cases with either an A or a B. It is the agency's responsibility to complete the party code correctly. This is covered in PML 2008-017 as well as in the BAM and the PPM. Any forms completed incorrectly after June 15th are subject to return.

Over the past several months, we have promoted staff within our office to both supervisory and senior specialist positions. As a result of these promotions and some retirements, we have hired eleven payroll specialists, three personnel specialists and one office assistant. These staff are located throughout our operation and all are in training. Our new staff are in the following units; Civil Service Audits, CSU payroll, Direct Deposit, Disability, W-2/Non USPS, Civil Service Payroll, Benefits and our Production Support Unit. Our new supervisors and seniors are found in the Miscellaneous Deductions, Position Control, Direct Deposit, Disability, Premium Pay, Retirement, W-2/Non USPS and CSU Units.

We will have three staff rotating in the Payroll Liaison temporarily, along with Dana who is our mainstay.

It is very important that you complete the unit destination of PPSD when sending us documents. In the upper left you should select either payroll, disability, retirement, benefits, W-2/Non-USPS or deductions. This will expedite the processing. If all 674s go to payroll first, they will be delayed until we reach that day's work and then we re-route the document to the appropriate area.

Please make sure that all PPSD 638s are completed with the appropriate payee name, this is not the California State Disbursements Unit. Please verify that the orders you attach have the county or custodial parent listed as payee. If the PPSD 638 is sent to us without accurate payee information it seriously delays processing and may require that the package be returned to you for correction.

IMPORTANT NOTICE

The forms **STD 692** and **STD 700** have been revised. The new revisions are available from DGS in both paper and fill and print formats.

PPSD will not accept revisions of the STD. 692 or the STD 700 prior to the 2/2008 version after **10-1-08**. Please reference PML 2008-23 dated 8-11-08.

Please begin using the new forms prior to Open Enrollment. If using the fill and print form STD 692, you **MUST** include a second copy for the carrier.

Please note that the location of certain items has been changed:
Form STD 692 - the social security number is now below item 3, it is item 6.
There are changes to section E. The party code moved to E-3 and pay period moved to E-4. It is very important that the entire form be completed correctly.

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Form STD 700 is changed, care should be taken when completing.
The social security number is now in item 1; below this are items 2-5, marital status, sex, employee name and address. Item 6, date of birth, is on the upper right. Type of action is below date of birth in item 7.

Please review documents prior to submission for accurate and complete information.

Next Meeting:

The next meeting is Thursday, September 11, 2008 from 1:30 to 3:00 at:

State Controller's Office
300 Capitol Mall, 6th Floor, Room 635
Sacramento, CA 95814

The PPRC encourages attendance by department representatives interested in improving the efficiency of personnel/payroll administration. However, if you are unable to attend these meetings and you have an issue or question you would like the committee to address; please contact Cynthia Rounds or Ann Mitchell with pertinent information.

Listed below are the PPRC meeting dates for the 2008 calendar year. All meetings are from 1:30 to 3:00 at the above location.

September	11,	2008
November	13,	2008

Should you have any questions regarding the PPRC meeting or have additional information to provide, please contact either Cynthia Rounds at (916) 324-6290 or Ann Mitchell at (916) 323-2539. They can also be reached via email at crounds@sco.ca.gov and anmitchell@sco.ca.gov, respectively.